

High School to College Pathway Map

Area of Study: Business Education

Pathway: Business Administrative Support

Region: Central	District:	School:	College/Institution: Snow College Articulation Agreement in place? YES Name of Degree or Certificate: Associate of Applied Science Administrative Assistant (63.5 Credits Required)
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Note: This is a regional agreement. Some classes and some concurrent enrollment agreements may not be available in your particular high school. See your individual school for specific program offering. **Note:** * = concurrent ^ = distant + = Special High School Program Application Required

High School to College Pathway Map (Continued)

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High School				College		
Course CIP #	CTE Pathway Courses (3.00 credits for completion)	H.S. Credit	College Credits	Course #	College Major Course Requirements	College Credits
Course #	Introductory Course: (preferred)	Credit				
52.0511	Business Communications I	.50				
52.0521	Business Communications II	.50				
52.0311	Business Math	.50				
52.0417	Computer Technology	.50				
52.0461	Word Processing Basics/Keyboarding	.50				
	Foundation Courses: (1.00 credit required)					
52.0451	Administrative Procedures	.50				
52.0471	Word Processing	.50				
	Elective Courses: (2.00 credits)					
52.0312	Accounting I	.50				
52.0441	Business Law	.50				
52.0211	Business Management	.50				
52.0254	Business Web Page Design	.50				
52.0447	Desktop Publishing I	.50				
52.0457	Desktop Publishing II	.50				
08.0708	Marketing	.50				
32.0199	Student Internship (Critical Workplace Skills)	.25				
	Additional Articulated Classes					
BUED 1080	10-Key data Entry +	.50	.50	BUED 1080	10-Key data Entry	0.5
BUED 1420	Word Processing +	.50	3.0	BUED 1420	Word Processing	3.0
BUED 1430	Advanced Word processing +	.50	3.0	BUED 1430	Advanced Word processing	3.0
BUED 2350	Office Procedures +	.50	3.0	BUED 2350	Office Procedures	3.0
BUED 2400	Spreadsheets for Business +	.50	3.0	BUED 2400	Spreadsheets for Business	3.0
BUED 2420	Desktop Publishing +	.50	3.0	BUED 2420	Desktop Publishing	3.0
BUED 2450	Presentations for Business +	.50	2.0	BUED 2450	Presentations for Business	2.0
BUED 2500	Database for Business +	.50	3.0	BUED 2500	Database for Business	3.0
				BMGT 2150	Business Ethics	3.0

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BMGT 1700	Professional Business Leadership +	0	.50	BMGT 1700	Professional Business Leadership	1.0
				BMGT 1060	Business Management Accounting	3.0
				BMGT 2050	Business Law	3.0
				BUED 2430	Advanced Desktop Publishing	3.0
				BUED 2490	Business Coordination – Transcription	2.0
				BUED 2600	Integrating Office technology	2.0
					Credits hours required from the following elective courses	14.0
				ACCT 2010	Financial Accounting	4.0
				ACCT 2020	Managerial Accounting	4.0
				BMGT 1010	Introduction to Business	3.0
				BMGT 1210	Personal Finance	3.0
				BMGT 1270	Sales and Customer Service	3.0
				BMGT 2650	Principles of Management	3.0
				BUED 1100	Keyboarding Basics	1.0
				BUED 1120	Keyboarding Skillbuilding	1.0
				BUED 1500	Computer Illustration for Business	3.0
				BUED 1510	Computer Image Editing	3.0
				BUED 1710	PBL (2 nd Semester)	1.0
				BUED 1997	Cooperative Education	1.0
				BUED 1998	Cooperative Education	1.0
				BUED 1999	Cooperative Education	1.0
				BUED 2700	PBL (3 rd Semester)	1.0
				BUED 2710	PBL (4 th Semester)	1.0
CIS 1010	Introduction to Computers *	.50	3.0	CIS 1010	Introduction to Computers	3.0
				CIC 2010	Business Computer Proficiency	3.0
				COMM 2110	Interpersonal Communication	3.0
				COMM 1020	Public Speaking	3.0
				ECON 2010	Intro to Microeconomics	3.0
				ENGL 2260	Introduction to Technical Writing	3.0
MATH 1040	Statistics *	.50	3.0	MATH 1040	Statistics	3.0
TOTAL Potential Credits Earned in High School			36	TOTAL Credits Required for Degree or Certificate		63.5

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